Library and Technology Services Equipment Borrowing Agreement

By signing the below, I agree to and understand that:

- All equipment borrowed will be my responsibility until it is returned to the Information and Borrowing desk.
- Ultrabooks and MacBook Airs — All data on the hard drive is automatically erased any time the laptop restarts; saving to an online account, external drive, or other device is critical.
- iPads returned with a passcode will be charged a $5 fine.
- iPads — All data on the internal memory is erased when the iPad is returned; saving to an online account, external drive, or other device is critical.
- Chromebooks do not have internal memory; saving to an online account, external drive, or other device is critical.
- MacBook Airs and their chargers may be checked out for 24 hours.
- iPads and their chargers may be checked out for 24 hours.
- Ultrabooks and their chargers may be checked out for 24 hours.
- Chromebooks are only available to patrons whose equipment is in the university repair shop. They are checked out for 7 days with 1 possible renewal.
- All equipment is loaned on a first-come, first-served and cannot be reserved in advance.
- Ultrabooks, Chromebooks, iPads, and MacBook Airs must be borrowed with a power cable, and LTS cannot guarantee the charge level of the battery.
- Overdue fines of $10 per hour apply; accumulating fines will block your account.
- All equipment is inspected for damage upon return.
- No borrowed equipment should be left unattended at any time; borrowers are responsible for loss or damage up to the following replacement costs: MacBook Airs $1500; iPads $1000; Ultrabooks $800; Chromebooks $500; power cables $200. An additional processing fee of up to $50 will also be charged in addition to late fees.
- All equipment must be returned to the Information and Borrowing desk and not in the book drop.

Name:________________________________________________ UNet:____________________@brandeis.edu

Signature:________________________________________________ Date:_________________________________

STAFF USE ONLY

Procedure:
1. Have patron sign consent form.
2. Add note to patron’s account that consent form has been signed. Staff initials_________
3. File signed consent form.